

***Department of
Career and Technical Education***

Program Evaluation for Agriculture Education - Adult

Local Education Agency (LEA):

Reporting_Date

Completed_By:

Instructor:

Administrator:

S = A Strength

M = Meets Expectations

I = Improvement Opportunity

NA = Not Applicable

Standard One - Instructional Planning and Organization

- 1) Does the program function with a proper balance between classroom instruction and on-farm instruction? (Suggest reviewing annual instructional plan.)
- 2) Are methods of teaching adapted to meet individual needs, interests and rate of learning? (Suggest reviewing instructional plans.)
- 3) Is the instructional program current and regularly updated to meet the needs of the clients (local farmers and ranchers)? (Suggest reviewing curriculum and equipment.)
- 4) Is curriculum enriched with related resources such as guest speakers, field trips, CD-ROM and other community resources? (Suggest reviewing course syllabi.)
- 5) Describe the program's strengths for instructional planning and organization:
- 6) Describe the program's improvement opportunities for instructional planning and organization:

Standard Two - Instructional Materials Utilization

- 1) Are appropriate instructional resources and current technology provided and utilized to support the curriculum and enhance instruction? (Suggest reviewing resources available to the program.)
- 2) Are state-developed and other instructional materials being appropriately utilized? (Suggest reviewing core instructional materials for each course.)
- 3) Does the program maintain an adequate, confidential filing system? (Suggest reviewing filing system.)
- 4) Have adequate funds been provided for the purchase of instructional materials? (Suggest reviewing budget.)
- 5) Describe the program's strengths for instructional materials utilization:
- 6) Describe the program's improvement opportunities for instructional materials utilization:

Standard Three - Instructional Personnel

- 1) Does the instructor hold the appropriate license/credential in his/her specific field? (Suggest reviewing instructor's
- 2) Does the instructor participate in career and technical education conferences, college courses, professional development sessions or other types of training? (Suggest reviewing instructor's professional growth activities.)
- 3) Is adequate clerical support provided for the program? (Suggest reviewing clerical activities.)

***Department of
Career and Technical Education***

Program Evaluation for Agriculture Education - Adult

Local Education Agency (LEA):

Reporting_Date

Completed_By:

Instructor:

Administrator:

S = A Strength

M = Meets Expectations

I = Improvement Opportunity

NA = Not Applicable

- 4) Has the instructor developed a system to familiarize other faculty with the goal objectives and activities of the program? (Suggest reviewing marketing plans and materials.)
- 5) Does the instructor maintain community contact through farm and/or civic organization involvement? (Suggest reviewing instructor's community interaction.)
- 6) Describe the program's strengths for instructional personnel:
- 7) Describe the program's improvement opportunities for instructional personnel:

Standard Four - Enrollment and Student-Teacher Ratio

- 1) Is enrollment limits maintained in accordance with state recommendations? (Suggest reviewing enrollment.)
- 2) Is the client retention rate maintained at a satisfactory level? (Suggest reviewing retention rate.)
- 3) Are clients given a clear understanding of the purpose and nature of the program prior to enrollment? (Suggest reviewing orientation process.)
- 4) Describe the program's strengths for enrollment and student-teacher ratio:
- 5) Describe the program's improvement opportunities for enrollment and student-teacher ratio:

Standard Five - Equipment and Supplies

- 1) Are equipment inventories current and regularly updated? (Suggest reviewing equipment schedule for updating inventory.)
- 2) Have adequate funds been provided for the purchase of consumable supplies? (Suggest reviewing requests and budgets.)
- 3) Does the program have access to necessary instructional equipment (video, overhead projectors, etc.)? (Suggest reviewing equipment needs.)
- 4) Is equipment maintained in proper working condition? (Suggest reviewing equipment maintenance contracts.)
- 5) Describe the program's strengths for equipment and supplies:
- 6) Describe the program's improvement opportunities for equipment and supplies:

Standard Six - Instructional Facilities

***Department of
Career and Technical Education***

Program Evaluation for Agriculture Education - Adult

Local Education Agency (LEA):

Reporting_Date

Completed_By:

Instructor:

Administrator:

S = A Strength

M = Meets Expectations

I = Improvement Opportunity

NA = Not Applicable

- 1) Is facility adequate to ensure safety, privacy and quality training in relation to the program's objectives? (Suggest observing size and arrangement of classroom.)
- 2) Does the facility provide an environment conducive to learning and working? (Suggest observing for lighting, ventilation, noise, painting, repair work, etc.)
- 3) Is adequate office space and necessary equipment provided? (Suggest observing office space and equipment.)
- 4) Is storage space functional and sufficient for instructional materials, supplies and equipment? (Suggest observing storage)
- 5) Describe the program's strengths for instructional facilities:
- 6) Describe the program's improvement opportunities for instructional facilities:

Standard Seven - Safety and Sanitation Training and Practices

- 1) Does equipment meet all appropriate safety standards (grounding of electrical equipment)? (Suggest reviewing equipment.)
- 2) Are appropriate safety features (fire extinguishers, electrical outlets, etc.) available in the classroom? (Suggest reviewing facilities for potential health and safety hazards.)
- 3) Describe the program's strengths for safety and sanitation training and practices:
- 4) Describe the program's improvement opportunities for safety and sanitation training and practices:

Standard Eight - Program Advisory Committee and Community Relations

- 1) Does the program's advisory committee meet twice a year and are minutes submitted to CTE? (Suggest reviewing advisory committee schedule.)
- 2) Does the advisory committee include representation from school personnel and appropriate community, business and industry personnel? (Suggest reviewing committee members list.)
- 3) Is information on program activities provided to audiences within the community? (Suggest reviewing program activities.)
- 4) Are recommendations from the advisory committee acted upon and/or incorporated into the program? (Suggest reviewing recent recommendations.)
- 5) Does the instructor participate in community activities and civic organizations (Chamber of Commerce, County Fair, etc.)? (Suggest reviewing instructor's community involvement.)

***Department of
Career and Technical Education***

Program Evaluation for Agriculture Education - Adult

Local Education Agency (LEA):

Reporting_Date

Completed_By:

Instructor:

Administrator:

S = A Strength

M = Meets Expectations

I = Improvement Opportunity

NA = Not Applicable

6) Describe the program's strengths for program advisory committee and community relations:

7) Describe the program's improvement opportunities for program advisory committee and community relations:

Standard Ten - Coordination Activities

1) Are enrollment agreements and other documentations signed and on file for each client participating in the program?
(Suggest reviewing documentation for each client.)

2) Have clients received instructions on record-keeping, financial statements and the concept of whole-farm analysis?
(Suggest reviewing plan of instruction.)

3) Have clients received instructions on setting personal and business goals? (Suggest reviewing plan of instruction.)

4) Describe the program's strengths for coordination activities:

5) Describe the program's improvement opportunities for coordination activities:

Standard Eleven - Special Populations

1) Is program prepared to respond to the needs of special population students? (Suggest reviewing instructional methods and adaptations.)

2) Is teaching/tutoring assistance available to special population students? (Suggest reviewing student schedules and staffing patterns.)

3) Are facilities barrier-free to accommodate students with disabilities? (Suggest reviewing facilities)

4) Does the advisory committee provide input on innovative instructional techniques and instructional aids for the success of special population students? (Suggest reviewing meeting minutes.)

5) To what extent has your service area been successful involving special populations in career and technical student organizations? (Suggest reviewing CTSO membership.)

6) Describe the program's strengths for special populations:

7) Describe the program's improvement opportunities for special populations:

Standard Twelve - Educational Equity

***Department of
Career and Technical Education***

Program Evaluation for Agriculture Education - Adult

Local Education Agency (LEA):

Reporting_Date

Completed_By:

Instructor:

Administrator:

S = A Strength

M = Meets Expectations

I = Improvement Opportunity

NA = Not Applicable

- 1) To what extent does the service area recruit and retain nontraditional students? Note: Equal access to your classroom is presumed. (Suggest reviewing classroom/laboratory environment, enrollment practices, enrollment and retention statistics and CTSO membership.)
- 2) To what extent does the service area ensure use of bias-free instructional materials? (Suggest reviewing texts, software and other media.)
- 3) To what extent does the service area's career education component feature nontraditional careers? (Suggest reviewing career fair activities, field trips, instructional media.)
- 4) To what extent is the service area's advisory committee gender balanced? (Suggest reviewing advisory committee membership.)
- 5) To what extent are students encouraged to participate in nontraditional occupational experiences? (Suggest reviewing job shadowing/internships/coop placements.)
- 6) Describe the program's strengths for educational equity:
- 7) Describe the program's improvement opportunities for educational equity: